

**ASSISTANT CITY CLERK***Class Definition*

Under general direction, coordinates and directs the the-to-day activities of the City Clerk's Office.

*Distinguishing Characteristics*

Assistant City Clerk is a first-line supervisory class responsible for coordinating and directing the day-to-day activities of the City Clerk's Office. The incumbent of this single position class reports to the City Clerk, and provides office supervision assuring that the daily activities of subordinate staff are performed in a timely and efficient manner. The City Clerk's Office is responsible for the publication, filing, indexing, and safekeeping of all the proceedings of the City Council. This class differs from City Clerk in that the latter is a Council-appointed officer responsible for planning, organizing, directing, and coordinating the administrative and operational activities of the office.

*Typical Tasks*

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Coordinates and directs the day-to-day activities of the City Clerk's Office.

Supervises and assists in the assignment, training and evaluation of clerical staff.

Attends meetings of the City Council, Boards and Commissions; prepares the agendas; takes minutes; and coordinates the publication and filing of proceedings.

Supervises the execution of legal requirements relating to conflict of interest statements, campaign statements and designated employee statements pursuant to the Political Reform Act of 1974; keeps abreast of changing legislation relating to the Political Reform Act of 1974; disseminates changes to municipal candidates and designated personnel.

Supervises the compilation and development of information necessary to generate routine and special reports, memoranda, and related materials.

Supervises the execution of legal requirements pursuant to state and municipal codes as a result of Council initiated public projects.

Performs the duties of the City Clerk in her absence.

Supervises the development and installation of new programs, procedures, and automated clerical systems.

Assists in the preparation and administration of the department's annual budget.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of the organization and functions of City Government.

Knowledge of municipal laws and procedures as they apply to the Municipal Code and City Charter.

Knowledge of modern office management, procedures, practices, and equipment.

Knowledge of the Election Laws of the State of California.

Ability to develop and implement advanced clerical procedures.

Ability to assign, supervise, evaluate, and train subordinate personnel.

Ability to understand and follow complex written and oral instructions.

Ability to type and transcribe from notes and tape.

Ability to establish and maintain effective working relationships with employees and the general public.

*Minimum Qualifications*

Graduation from high school or equivalent, and three years of clerical experience, including one year of experience in a supervisory capacity. Or, three years of full-time paid work experience in the City of Fresno City Clerk's Office.

*Necessary Special Requirements*

Possession of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_

Director of Personnel

DATE: \_\_\_\_\_